



# OPEN EXAMINATION BULLETIN PUBLIC HEALTH MICROBIOLOGIST II (VIROLOGY) CONTINUOUS TESTING SPOT – RICHMOND

**THIS BULLETIN CANCELS AND SUPERSEDES THE  
BULLETIN ISSUED JUNE 21, 2002**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

**DEPARTMENT OF HEALTH SERVICES** (916) 657-1423  
714 P STREET, ROOM 850 TDD (916) 657-3042  
P.O. BOX 942732  
SACRAMENTO, CA 94234-7320

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**SPECIAL TESTING INFORMATION:** If you have a disability and need special arrangements, mark the appropriate box on the application Form STD 678. You will be contacted to make specific arrangements.

**FINAL FILING DATE:** There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**SALARY RANGES:** \$3915 - \$4724 Per Month.

**In addition to the salary, incumbents receive Recruitment and Retention of \$300 dollars a month.**

**POSITION DESCRIPTION:** The Public Health Microbiologist II (Virology) provides technical leadership and assists in the planning and direction of the work of a specified unit; uses specialized techniques, develops and applies complex, non-standardized virologic analyses, requiring initiative and independent judgment; develops quality assurance procedures; performs functions typical of a reference laboratory such as technical consultation from the State Reference Laboratory to local public health and clinical laboratory, directors, physicians and officials of other State, local, and private agencies; plans and conducts evaluations of performance of local public health and clinical virology laboratory work; trains postdoctoral microbiologists, pathologists, and related medical personnel in standardized and specialized microbiological methods and interpretation of test results; assists in preparing data for publication; and does other related work.

Position exists in **Richmond**.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc.

Possession of a valid Public Health Microbiologist's certificate issued by the California State Department of Health Services. (Applicants who do not possess the required certificate but who are eligible for the examination for certification will be admitted to the examination, but they must secure the certificate before they will be considered eligible for appointment.) **And**

## **Either I**

Two years performing the duties of a Public Health Microbiologist I, Range B, including at least one year of experience in virology, in the Department of Health Services.

## **Or II**

Three years of experience performing a wide variety of microbiologic (i.e. Bacteriology, Virology, Mycology, Parasitology, or Immunology) analyses in a public health or comparable laboratory including at least one year performing virologic analysis. [A Master's Degree in Medical Microbiology or Public Health with emphasis in microbiology or allied disciplines (i.e. epidemiology, administration, and biostatistics) may be substituted for one year of experience.]

**SPECIAL PERSONAL CHARACTERISTICS:** Color vision adequate to successfully perform the job.

**TESTING INFORMATION:** A candidate may be tested only once during any testing period. The testing periods for this examination are **January 1 through June 30 and July 1 through December 31.**

**EXAMINATION INFORMATION: Education & Experience– Weighted 100%.** This examination utilizes an evaluation of education and experience (E&E) weighted 100% and is based solely upon information provided on the application. Information provided on the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Resumes and/or attachments are encouraged and special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this bulletin.

**SCOPE:** In addition to evaluating the candidates relative abilities as demonstrated by depth and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

- 1. Bacteriological, virological, mycological, parasitological, serological, and other microbiological principles, techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
- 2. Quality control procedures applicable to general field of microbiology.
- 3. Principles, techniques, and terminology used in immunology.
- 4. Common causes of disease and methods of transmission and control of communicable diseases.
- 5. Laboratory scientific resource materials.
- 6. Laboratory equipment and its care.
- 7. Specific virologic techniques.

**ABILITY TO:**

- 1. Perform virological laboratory tests.
- 2. Do varied and difficult laboratory work.
- 3. Provide technical guidance to assistants.
- 4. Maintain records and make reports.
- 5. Analyze situations accurately and take effective action.
- 6. Observe proper safety precautions and procedures.
- 7. Perform specialized virologic analyses.
- 8. Plan and review work of others.
- 9. Perform technical research and method development work.
- 10. Act as a consultant.
- 11. Interpret the laws and regulations pertaining to medical laboratories.
- 12. Establish and maintain cooperative relations with those contacted in the course of the work.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **24 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used by the Department of Health Services to fill vacancies in Richmond.

**VETERANS PREFERENCE:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

**GENERAL INFORMATION:**

**Applications** are available at the State Personnel Board office, through the internet at <http://www.spb.ca.gov>, local offices of the Employment Development Department, and the Department noted on this bulletin.

**If you meet the requirements** stated on this announcement, you may take this examination, which is competitive. All candidates who pass will be ranked according to their scores.

**The Department of Health Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
The California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
MCI From TDD: 1-800-735-2929    MCI From Voice Telephone: 1-800-735-2922  
Sprint From TDD: 1-888-877-5378    Sprint From Voice Telephone: 1-888-877-5379